

Williams County

Auditor's Office

Position: A09-001

Title: Deputy Auditor (Accounts Payable, Payroll Assistant)

Job Objective: Incumbent performs computer entry, process accounts payable, prepares computer generated financial statement and reports and assist payroll department as needed. Incumbent reports to the Auditor.

Essential Job Functions:

- Enter new vendor data into computer and assign new numbers for all new vendors.
- Enter purchase orders for vouchers to be paid into computer.
- Enter, edit, and post vouchers.
- File canceled warrants and paid vouchers.
- Make transfers for different funds and individual account lines.
- Run and disburse monthly computer reports for all departments.
- Calculate and print 1099 forms.
- Prepare purchase orders and vouchers for Auditor, Real Estate Assessment, Assessing Personal Property, and Coroner.
- Track status of outstanding warrants.
- Enter and post pay-ins into computer system.
- Assist walk-in and telephone customers by providing information and answering questions.
- Enter payroll information into computer, including hours, employee wage rates, and employee data.
- Edit, balance, print and process payroll
- Prepare vouchers for payroll deductions/withholdings
- Distribute payroll and make bank deposits

Non-Essential Functions:

- Assist in real estate department as time permits.
- Reply to customers' and county departmental requests for information.
- Track Public Defender payments and reimbursements from State.
- Perform related Essential/Non-Essential functions as required.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

A) **Equipment:** Ability to operate department machines (calculator, personal computer, printer, facsimile, copier, mail machine), and other department equipment to perform job responsibilities.

B) **Critical Skills/Expertise:**

- Working knowledge of department policies, procedures, practices, guidelines, and methods.
- Working knowledge of applicable computer system and software.

- Working knowledge of bookkeeping and financial reporting practices and procedures.
- Working knowledge of IRS 1099 reports.
- Ability to complete and maintain necessary records, reports and paperwork.
- Ability to balance funds and account line items.
- Ability to communicate effectively both verbally and in writing.

C) **Job Standards:** High School education or equivalent plus related work experience or training required. Work involves a variety of routine tasks performed in accordance with established and prescribed procedures._

II. RESPONSIBILITY

- Incumbent receives general guidance allowing for the planning of procedures and methods to attain objectives.
- Errors are readily detected in normal course of work by standard check resulting in little or no loss of time to correct. Errors are readily detected by running an edit sheet, and by a check and balance system performed on every job task.

III. PERSONAL WORK RELATIONSHIPS

- Incumbent interacts with supervisor, co-workers, and other County employees in the performance of duties. The purpose of the contact is to provide information and obtain information and to maintain contact.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT

- **Physical Requirements**-Incumbent performs light work (lifting up to twenty-five (25) pounds occasionally, and/or up to fifteen (15) pounds of force frequently, and/or very minimum amount of force constantly to move objects), and may be required to perform duties while stooping, standing, walking, talking, and performing repetitive motions.
- **Visual Activity**-Incumbent performs work where the seeing job is close to the eye, and requires viewing a computer terminal.
- **Job Location**-Incumbent performs duties in an office environment.